

Application Form
To hold a litter pick on

 Havant Borough Council land

**Note:**

**1.** This application must be completed and returned 5 weeks prior to the LITTER PICK (minimum). If the forms and paperwork are not received within the timeframe, the application may not be processed.
**2.** All sections should be answered, or your application may be delayed.

**3.** Please read the Volunteer Litter Picking Guidance Notes prior to completing this form (this can be found on the Havant Borough Council website)
**4.** You will receive an acknowledgement within 14 working days once your application has been received by an HBC officer.
**5.** If you change any details on your application after submitting the first application, you must resubmit the amendments for consideration

Please return your completed application form to and for any queries please contact: EventsHBC@Havant.gov.uk or call 023 92446495.

Alternatively, you can send the application via post to:
Community Officer (Events)
The Public Service Plaza,

Civic Centre Road,

Havant, Hampshire PO9 2AX

 **APPLICATION FORM**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Address |  |
| Telephone |  |
| Mobile |  |
| Email |  |

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| Location  |  |
| Date |  |
| Start Time: | Finish Time: |
| Attendance Figure |  |

**COLLECTION AND REMOVAL OF LITTER**

Who will be supplying litter picking equipment?

|  |  |  |
| --- | --- | --- |
| Self | Norse | Other |
|  |  |  |

Have you organized for Norse South East to collect litter?

|  |  |  |
| --- | --- | --- |
| Date | Time | Location |
|  |  |  |

**DECLARATION**

Please ensure that you have read the following documents:

* Volunteer Litter Picking Guidance Notes

Please ensure that you have the following documents:

* Risk Assessment
* Public Liability Insurance Certificate (5 million minimum)

**Signed Date**

**Print Name**